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CITY OF MILPITAS

455 EAST CALAVERAS BOULEVARD, MILPITAS, CA 95035-5479
GENERAL INFORMATION: 408-586-3000 www.ci.milpitas.ca.gov

June 10, 2015

Mr. Mark Wong
1026 N. Abbott Ave
Milpitas, CA 95035

sent via **US postal mail** and e-mail to mark.wong.r3qm@statefarm.com

Dear Alternate Member Wong:

Attendance records show that you have not attended any regular meetings of the Milpitas Economic Development Commission this year, and missed most scheduled meetings in 2014 also. The last meeting you attended was on March 14, 2014. Per Commission By-laws, you are required to attend all meetings, unless excused in advance. Below is the applicable section of the EDC By-laws:

Section 3. Term of Office and Removal

The term of office for the Economic Development Commission members will be three years, or until reappointed or a successor is appointed. The term of office for alternates is two years or until reappointed or a successor is appointed. Members and alternates are expected to attend all meetings. When any member or alternate has three or more unexcused absences in a 12-month period, the Commission shall forward this information to the City Council for review and possible removal of the member or alternate from the Commission. Any member or alternate of the Economic Development Commission may be removed from office by a majority vote of the City Council at a regularly scheduled Council meeting.

If you are no longer able to serve or possibly no longer in the Milpitas area, you must inform Mayor Jose Esteves and myself in writing (via e-mail would be fine). Alternately, you may return this letter by completing the bottom portion and mailing it back in postal mail or by e-mail. If I do not hear back from you in one month's time, the City Council can vote to remove you formally from the Commission. You are welcome to call me at City Hall at 408-586-3001 if you have any questions.

Sincerely,

Mary Lavelle
City Clerk

c: Vice Mayor Carmen Montano, City Council liaison
Warren Wettenstein, Chair of the EDC
Edesa Bitbadal, EDC staff liaison

I, **Mark Wong**, no longer wish to serve on the City of Milpitas Economic Development Commission as an Alternate Member, so I hereby resign as of the date signed below.

Commissioner Signature

Date